- **Include boundary column(s) containing only comments** – keeps these cells associated with the cells being sorted.

- **Include boundary column(s) containing only images** – keeps these cells associated with the cells being sorted.

- **Copy sort results to** – copies the sorted list to the cell range that you specify. Select a named cell range where you want to display the sorted list, or enter a cell range in the input box.

- **Custom sort order** – select this option and then select the custom sort order that you want to apply. The available selections are defined as "fill series" in **Tools > Options > LibreOffice Calc > Sort Lists**. See "Defining a fill series" on page 56.

- **Language** – select the language for the sorting rules.

- **Options** – select a sorting option for the language. For many languages this selection is grayed out but for some languages options are available. For example, for German the default choice is **Alphanumeric** but, you can also select the **Phone book** option to include the umlaut special character in the sorting.

- **Top to bottom (sort rows)** – sorts rows by the values in the active columns of the selected range.

- **Left to right (sort columns)** – sorts columns by the values in the active rows of the selected range.

Quick sort

If the columns in the spreadsheet have a header with a text format, you can use a quick sort.

1) Select a cell or a cell range to be sorted.

2) Select **Data > Sort Ascending** or **Data > Sort Descending** on the Menu bar, or click the **Sort Ascending** or **Sort Descending** icon on the Standard toolbar.

Find and replace

Calc has two ways to find text within a document: the Find toolbar and the Find and Replace dialog. The toolbar is quick and easy to use, but its functions are more limited than using the dialog.
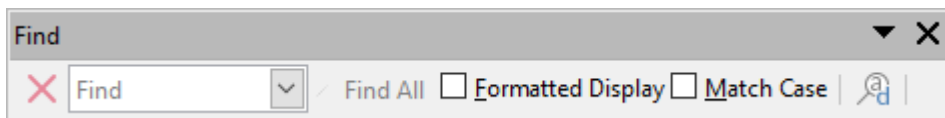
Find toolbar

Figure 69: Find toolbar

1) Go to **View > Toolbars > Find** or **Edit > Find** on the Menu bar, or use the keyboard shortcut *Ctrl+F*, to open the Find toolbar (Figure 69). By default this toolbar is docked in the lower left of the Calc window. You can undock the toolbar and move it.

2) Type a search term in the *Find* text box.

3) To refine the search, you can select the **Match Case** option. For example, if Owner is the search term, selecting **Match Case** will find *Owner* but not *owner*. You can also select the **Find All** or **Formatted Display** options.

4) Click the **Find Next** or **Find Previous** icon. To find other occurrences of the same term, continue clicking the icon.